

**OFFICE OF SCIENCE - ARGONNE SITE OFFICE (ASO) STANDARD  
OPERATING PROCEDURE (SOP) 24: REIMBURSABLE WORK FOR THE  
DEPARTMENT OF HOMELAND SECURITY (DHS)**

**A. OBJECTIVE**

The purpose of this procedure is to establish internal ASO guidance for reviewing, processing and approving work performed by Argonne National Laboratory (ANL) for the DHS.

**B. SCOPE**

DHS-funded work at a DOE national laboratory is to be performed on an equal basis with other missions at the laboratory and not on a non-interference basis with other missions of the laboratory. The Site Office serves as the program manager for DHS work which will be reported annually to the Office of Science, through the Institutional Planning process, or other reports as may be required by SC. The scope of this procedure applies to any ASO staff member(s) involved in reviewing, authorizing, or overseeing DHS work performed by ANL.

**C. REFERENCE**

1. Section 309 of the Homeland Security Act of 2002
2. DOE N 481.1A, "Reimbursable Work for the Department of Homeland Security"

**D. RESPONSIBILITIES**

1. Site Manager
  - (a) Approves ASO operating procedures establishing the internal ASO process to oversee the ANL DHS program.
  - (b) Makes final determination on implementation and/or approval of DHS activities in accordance with all applicable guidance.
2. Team Leader, Business Management Team (Contracting Officer)
  - (a) Executes on behalf of ASO, as Contracting Officer (CO), all interagency agreements or Memorandum of Understandings submitted by DHS organizations for work to be performed by ANL.
3. DHS Program Manager
  - (a) Reviews and approves DHS work for compliance with guidance, as applicable.
  - (b) Has primary responsibility for administration of DHS program, procedure and process.

- (c) Develops and implements procedure(s) for the review, authorization, assignment and control of all ANL DHS activity in accordance with applicable requirements, and documents all policies and procedures in the DHS Operating Manual.
- (d) Provides procedural and interpretative advice to staff.
- (e) Reviews all DHS proposal packages for compliance with applicable requirements and provides approval as appropriate to the DHS organization.
- (f) Maintains an automated system for tracking DHS activity with sufficient detail to respond to various reporting requirements, and inquiries.

#### **E. PROCEDURE**

All DHS proposals and funding documents are entered by ANL into a shared database, which is maintained by ANL. ANL enters DHS actions into the work-for-others database, although DHS transactions are tracked separately. The database is accessed by ASO through the WWW. Tracking and reporting information is available through various screens and reports. Access is limited by a password to ASO's DHS program staff, and the Business Team Secretary.

A DHS Operating Manual is maintained by the ASO DHS program manager, which includes forms, relevant DOE Orders, form letters, close out procedures, and other policy guidance.

##### **1. ASO Review process:**

- (a) The DOE-DHS reimbursable work process and requirements are contained in DOE N 481.1A, Attachment 4. Each proposal package is reviewed for conformance with basic requirements of DOE N 481.1A.

The ANL DHS proposal package submitted to ASO includes as appropriate:

- Technical proposal package including:
  - Scope of Work
  - Period of Performance
  - Budget breakdown showing all cost elements
  - Reporting Requirements
- DHS Proposal Information Questionnaire (PIQ) answering all applicable questions, including safety review certification.
- NEPA review form
- Security classification if applicable

Pricing of ANL work is established in accordance with guidance issued by James T. Campbell, dated May 8, 2003. Refer to the DHS Operating Manual for specific guidance on pricing of DHS work. Waivers of the DOE Administrative Charge are reported by ANL on the "Report of Exception to Full Cost Recovery" form and are submitted with the DHS proposal package. Exceptions shall be reported quarterly to the CH Office of Chief Financial Officer, Accounting and Finance. The DHS/WFO database provides summary information for the Exceptions report.

(b) Notify sponsor of DOE approval

Approval for ANL to perform the work is provided by ASO directly to DHS. If the sponsor elects to fund the work, an interagency agreement will be sent to ASO for acceptance.

(c) Accepting Interagency Agreements (IAG)

All Work for DHS is performed under an IAG between the DHS sponsor and DOE. ASO typically accepts the sponsors' agreement format, but may negotiate with the sponsor on what elements are needed in the agreement.

Upon receipt in ASO, copies of all funding agreements are sent to Argonne's Office of Technology Transfer (OTT) for review to determine if the scope of work is consistent with the ANL proposal and budget request. OTT notifies ASO if the IAG is consistent with the budget, and scope of work and requests ASO to execute the IAG.

ASO reviews each IAG to ensure the following key elements are contained in the agreement, as applicable:

- A written statement stating, "This agreement is entered into pursuant to the authority of Section 309 of the Homeland Security Act of 2002, Public Law 107-296 (6 U.S.C 189)."
- A commitment to pay a definite sum of money to DOE
- A scope of work by reference to the ANL Proposal or attachment to the IAG, consistent with the scope of work previously approved by DOE.
- A period of performance and/or expiration date.
- Reporting requirements
- Billing instructions

- Name, mailing address, telephone number, fax number, and programmatic points of contact.
- ASO prepares an acceptance letter and executes agreement after review of the above.

(d) Close-out

Closeout procedures outlined in the WFO Operating Manual should be followed. Close out actions de-obligate any remaining funds and dispose of property that may have been acquired under the IAG.

2. Administration of DHS Work - General

ASO relies on the sponsor to track technical progress, and cost and/or schedules of the work. ASO may attend ANL division reviews, or the University of Chicago peer reviews to maintain a level of knowledge and awareness of DHS activities.

In addition to the routine activities of approving proposals and accepting interagency agreements, the Business Team DHS Program Manager (Laboratory Management Specialist), or other assigned staff member, is responsible for day to day administrative activities relating to oversight of the DHS program. Examples include responding to inquiries, coordinating the review and acceptance of memorandum of understandings, resolving disputes, attending program reviews, and coordinating audit follow-ups.

/s/ R. Wunderlich  
ARGONNE SITE OFFICE MANAGER

12/16/03  
Date